

EXIT and REVIEW

Qualifications:

- Required vaccine/prophylaxis.
- Must wear reflective vest when outside.

Mission: Help to maintain flow of participants after they have received vaccination, and monitor participants in parking area.

**** Perform a self-check to identify any health conditions that would prevent you from participating in the event. If any condition presents, inform your supervisor immediately.**

Report To: Event Manager

PPE: Must wear mask and face shield/safety glasses/goggles.

- This position may be inside or outside, so dress accordingly.

Job Actions:

Indoor:

- Answer any final questions, make sure participant has card for next appointment (a VDH employee will handle the scheduling), and provide any educational materials.
- Instruct participant to wait in car for 15 minutes in case they develop reaction to vaccine. If they do, they should honk their horn.
- Direct participant to exit.

Outdoor:

- Remind participants to wait 15 minutes in car before leaving. Tell them to honk horn if they don't feel well.
- Walk around parking lot (while wearing reflective vests) and check on people while maintaining 6 feet distance.

Shift Checklist:

- Report to Event Manager.
- Sign personnel checklist.
- Review and familiarize self with dispensing site surroundings for work station locations, office areas, lavatories, first aid and break rooms.
- Wear badge at all times.
- Report to oncoming Exit Review personnel.
- Sign off/report to Clinic Manager.

Please enter your hours after each shift. Thank you!

[SWVA MRC-Volunteer Hours & Responsibility Tracker 2021](#)